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Dear Prospective Applicant:

Enclosed you will find the Fiscal Year 2000 Application Kit for the Labor-Management Cooperation Program. The kit consists of (1) the Application Solicitation (program guidelines), (2) the Financial and Administrative Grants Manual, (3) the required application forms, and (4) a Drug-Free Workplace Certification.

Everything you need to know about preparing an application can be found in the enclosed materials which include, in the manual, a sample set of completed forms from a hypothetical committee.

However, there are a few details which, because of difficulties they have caused during previous application cycles, deserve special mention.

1. Federal contracting guidelines prohibit anyone who assists in the development of a grant application from being eligible to bid on any contracts that may subsequently be awarded by that grantee.
2. The **May 20, 2000**, (postmark) submission deadline is firm. No individual exceptions or extensions will be made. Any material submitted after the deadline will not be forwarded to the Grant Review Board. **Do not wait until May 20** to mail out your application. A delay in the post office could result in your disqualification. We will acknowledge receipt of all applications.
3. FMCS will not review or issue comments on draft or pre-applications. However, if applicants have questions regarding the application process or the guidelines, they may call us on (202) 606-8181.
4. A key deficiency in many applications is the lack of specific and measurable goals and objectives. Even new committees should decide what results they will achieve during the life of the grant
5. The start date for all grant awards will be September 18, 2000. All applicants that **will not** receive an award will be notified by letter prior to September 15, 2000.

To facilitate our review of your application, we urge you to number your pages and follow the narrative sequence suggested under the "Program Elements" section of the Application Solicitation. A table of contents would be appropriate for application that are over 10 pages long. Please remember that the applications are judged on their merits, not their weight. Avoid including irrelevant data, reports, etc., as appendices to your application. Videotaped material will not be considered.

Sincerely,

Peter L. Regner
Director
Program Services

Enclosure(s)